

# Delhi Library Pandemic Plan

*The Delhi Library Board of Trustees will review the steps during each of the phases and practice best safety measures for staff and patrons while taking into consideration the guidelines from the State of Iowa. The Delhi Library Board of Trustees will determine which phase is appropriate based on recommendations and guidelines based on the current situation. In the event of personnel illness due to the pandemic, the Board of Trustees will determine library hours and the possibility of a closure for a period of time. This policy can be revised as needed per The Delhi Library Board of Trustees determination.*

**Updated on 11/4/20**

## **Phase 1: Library Closure**

- Facilities
  - The Delhi Library will follow the State of Iowa's plan for closures when a pandemic occurs.
  - The Delhi Library will follow the Maquoketa Valley School District's date for pandemic closure.
  - The Delhi Library is closed to the public.
  - Patrons are not allowed in the building.
  - The Delhi Library Board will discuss with the City of Delhi the options for the library director(s) to work with the library door closed or to apply for unemployment.
  - When the closure restrictions have been lifted from the State of Iowa, the Delhi Library Board will meet to discuss the steps in re-opening the library at full capacity.
  - The public will be notified via the library's website, social media, postings on entrances, and press.
- Collections
  - No materials will be checked out at this time.
  - Materials may be returned through the bookdrop.
  - Online resources are available via the library's website (Bridges, Gale, Transparent Language, Brainfuse, etc.)
- Services
  - The Delhi Library's wi-fi will remain on for all patrons to access outside of the library.
  - InterLibrary Loan is suspended during this time.
  - All due dates for patrons will be extended.
  - No fines will be incurred during this time.
  - All library cards that have expired will be renewed automatically.
  - The library director will continue to check mail, email, and social media.
- Programs & Meetings
  - All scheduled programs will be canceled at this time.
  - No meetings may be held in the library or community room.
  - Library board meetings will take place virtually.

## **Phase 2: Consideration for Re-Opening the Library**

- Determine if the library is able to provide the following safeguards for hygiene, social distancing, and limited contact through materials.
- If not, the library will remain closed and assessed again at a later date.

## **Phase 3: Partial Re-Opening of the Library**

- Facilities
  - The library will open at limited hours.
  - Specific hours will be set for those patrons who are most vulnerable.
  - The library will limit the number of people in the library to ensure safety for all.
  - Patrons will be encouraged to wear masks while in the library.
  - Patrons will be encouraged to practice social distancing.
  - Patrons will be encouraged to limit their time in the library to 30 minutes or less.
  - Some chairs, all laptops & ipads, and the items in the children's area (Legos, puzzles, kitchen area, puppets, etc.) will be moved to the community room to prevent the spread of illness. The community room door will be closed to avoid patron interaction with these items.
  - Cleaning of the library will include bathrooms, door handles, table tops, and the check-out counter will be done multiple times per day during operating hours.
  - The public will be notified via the library's website, social media, postings on entrances, and press.
- Collections
  - Patrons may check-out books or DVDs.
  - Patrons may return materials.
  - Patrons are encouraged to use the library's book drop to return materials.
  - The computers, learning materials, and other children's play items are not to be used during this time.
  - No circulation of magazines or newspapers at this time.
  - Of books that are returned, all will be sanitized and set aside for 72 hours prior to being put back into circulation.
- Services
  - InterLibrary Loan is suspended during this time.
- Programs & Meetings
  - All scheduled programs will be canceled at this time.
  - No meetings may be held in the library or community room.
  - Library board meetings will take place virtually.

## **Phase 4: Extended Partial Re-Opening of the Library**

- Facilities
  - The library will open with limited hours.
  - Specific hours will be set for those patrons who are most vulnerable.
  - The library will limit the number of people in the library to ensure safety for all.
  - Patrons will be encouraged to wear masks while in the library.
  - Patrons will be encouraged to practice social distancing.
  - Patrons will be encouraged to limit their time in the library to 30 minutes or less.
  - Some chairs, all laptops & ipads, and the items in the children's area (Legos, puzzles, kitchen area, puppets, etc.) will be moved to the community room to prevent the spread of illness. The community room door will be closed to avoid patron interaction with these items.
  - Cleaning of the library will include bathrooms, door handles, table tops, and the check-out counter will be done multiple times per day during operating hours.
  - The public will be notified via the library's website, social media, postings on entrances, and press.
- Collections
  - Patrons may check-out books or DVDs.
  - Patrons may return materials.
  - Patrons are encouraged to use the library's book drop to return materials.
  - The computers, learning materials, and other children's play items are not to be used during this time.
  - No circulation of magazines or newspapers at this time.
  - Of books that are returned, all will be sanitized and set aside for 72 hours prior to being put back into circulation.
- Services
  - InterLibrary Loan may resume at this time.
- Programs & Meetings
  - All scheduled programs will be canceled at this time.
  - No meetings may be held in the library or community room.
  - Library board meetings may take place in person or virtually.

### **Phase 5: Complete Reopening of Library**

- Facilities
  - The library will open with their regular scheduled hours.
  - The public will be notified via the library's website, social media, postings on entrances, and press.
- Collections
  - Patrons may check-out all library materials.
  - Patrons may return materials.
  - The computers, learning materials, and other children's play items will be available for use.

- Circulation of magazines or newspapers will resume
- For safety measures, cleaning and sanitizing of library materials and spaces will be completed.
- Services
  - InterLibrary Loan will resume at this time.
- Programs & Meetings
  - Programming will be implemented.
  - Meetings can be held in the library and/or community room.
  - Library board meetings will take place in person at the library.